



# St Clare Catholic Parish

## CHURCH PICNIC

**Sunday August 29**

**Location: Greenleaf Firemans Park**

The Picnic Committee is hard at work planning the Church Picnic. We are looking for people to join the committee through some chair, co-chair or coordinator roles.

If you are interested in finding out more about any of the positions listed below, you can contact Anne McMahon @ 920-562-3750 or email at mcmahon04@outlook.com. The Picnic Committee will be available after each Mass the weekend of June 26 & 27 to answer questions.

*We need these positions filled by Sunday June 27 so the committee can determine the events and scope of the picnic. Thank you in advance for your help.*

POSITIONS NEEDED	# PERSONS	SCOPE OF WORK
PICNIC CO-CHAIR	1	Work with the current Picnic chair. Oversee all functions of the event with the help of the committee members
FOOD COORDINATORS	1	Work with the current food chair. Coordinate donations and the volunteers for food prep and serving
FARMERS MARKET COORDINATORS	2	Work with the current farmers market chair. Coordinate donations for vegetables, crafts and baked goods. Packaging and pricing
ORAL AUCTION CHAIR AND/OR CO-CHAIRS	2	Work in conjunction with the silent auction chair for coordination of donations, procurement of auction items, coordination of auctioneer and oversee the auction the day of the picnic
VOLUNTEER CHAIR	1	Coordinate a Sign-up Genius and other methods to get volunteers to set-up, work and clean-up the day of the picnic
OUTDOOR MASS COORDINATOR	1	Coordinate with the music and liturgical minister to prepare the picnic site for the outdoor Mass
PICNIC SITE PREP & TEAR DOWN COORDINATORS	2	Work with the current chair to prepare the site for the picnic needs. Coordinate bringing tables, chairs, and other items in and out of the park
GREEN TEAM CHAIR OR CO-CHAIRS	2	Work with the Picnic site prep chair setting up garbage and recycling receptacles. Work with volunteers the day of the picnic to keep the picnic area clean. Clean-up after picnic
TRAFFIC & PARKING CHAIR	1	Set-up parking areas and signage for patrons, and coordinate volunteers the day of the picnic
MARKETING CHAIR & CO-CHAIR	2	Coordinate the marketing and advertisement for the picnic: contacting newspapers, ordering signage and providing updates for the newsletter and the weekly bulletins
ENTERTAINMENT CHAIR & CO-CHAIR	2	Seek out options for entertainment during the picnic, coordinate hiring and set-up requirements for the entertainment. Coordinate set-up of sound system for Mass and announcements